| **Claymores Swimming Club Risk Assessment** | | | |
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| **Service** | Poolside training sessions | **Area or activity being assessed** | Swimming Pool Facilities (Gardyne Campus and Carnoustie HS) |
| **Who is at risk?** | Club members, Employees, Visitors, Coaches, Poolside helpers | | Note: V = Very, P = Possible, N = Never |

| **Hazard** | **Potential Harmful Effects** | **How likely is this to happen? (√)** | | | **Control Measure(s)** | **Action to be taken in the event of the risk happening** | **Responsibilities** |
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| **V** | **P** | **N** |  |  |  |
| Car Park | Collision with vehicle  Injury to child  Damage to vehicle  Slip/trip/fall to pedestrians |  | ✓ |  | Swimmers reminded to use caution when going to and leaving the swimming pool  Parents aware they are responsible for the child when they leave the pool  (refer to Collection Arrangement CA1 Policy)  Many pedestrians cross car park so  drivers tend to be careful | Administer First Aid | CHS Janitor  Gardyne Staff |
| Changing Rooms | Slippery/damaged floor  Shoes and bags left on floor areas or blocking walkway  Injury through accident or inappropriate behaviour |  | ✓ |  | Floors and seating checked by  CHS/Gardyne maintenance staff on a  regular basis  No bags or clothes to be left in the pathways  Parents/coaches to monitor swimmers’  behaviour  Code of conduct to be signed by every  swimmer/coach/poolside helper/other | Administer First Aid  Discussion with swimmer and parents if inappropriate behaviour  Refer to CPO if inappropriate behaviour persists | CHS  Gardyne  Swimmers  Parents  Coaches  Lifeguards |
| Poolside | Slips/Trips/Falls  Slippery Floors  Pool depth  Injury through inappropriate behaviour  Injury through accident  Serious injury including near-fatal and fatal drowning |  | ✓ |  | Warning Signs around depth  All swimming aids safely stored in allocated space  Housekeeping equipment available to immediately clear up spillages  Adequate lighting throughout the area including natural light.  No loose or unanchored matting around pool area  All equipment, free standing furniture is tidied up and stored safely and securely after all sessions.  Regular inspection and maintenance of poolside  Coaches/poolside helpers to monitor swimmers behaviour  Code of conduct is given to each swimmer  No equipment on pool edge  No equipment blocking emergency exits  First aider/Lifeguard available at all times | Administer First Aid  Discussion with swimmer and parents if inappropriate behaviour | Swimmers  Parents  Coaches  Lifeguards |
| Supervision - Inadequate number of coaches/volunteers to supervise a session | Risk of injury or drowning  Stress to coaching staff |  | ✓ |  | Scottish Swimming Guidelines for [coach to swimmer ratio](https://ocs-sport.ams3.cdn.digitaloceanspaces.com/scotswim-full/2022/12/Appx-10-Adult-to-Participant-Coaching-Ratios-Nov22.pdfces.com/scotswim-full/2022/03/Appx-10-Adult-to-child-Ratios.pdf) are followed as close as possible. There must always be 1 lifeguard and at least 1 level 2 coach on poolside at all times.  Coaches/Lifeguards/Poolside Rotas are managed by the Head Coach  Where there is not the minimum staffing of 1 lifeguard and 1 level 2 coach available then the session is deemed unsafe and cancelled with as much notice as possible. | In the case of there not being a minimum of 2 adults on poolside, the training session will be cancelled. All members will be contacted by social media and whatsapp groups to inform them.  In the case that the session is being cancelled at late notice and swimmers have already arrived. All swimmers are removed from poolside immediately and asked to change.  If possible another adult can stand in the car park/arrival area to let all swimmers/parents/carers know that the session has been cancelled.  For swimmers who have already been dropped off, their parent contact or emergency contact is contacted to collect them as soon as possible.  Children will remain supervised until they have been collected. Please refer to Collection Arrangements CA1 policy  In the case of medical emergency, 1 adult/lifeguard will deal with the medical emergency and the other adult will ensure the safety of all other swimmers present and contact emergency contacts if appropriate | Coaches  Lifeguards  Poolside helpers  Membership secretary, Club secretary |
| Entering and Exiting Pool | Slips/Trips/Falls  Swimmers entering the pool before coaches/helpers are in-situ  Diving into the pool resulting in collision with another swimmer or banging head/body on bottom of pool  Slipping on the pool ladders/steps |  | ✓ |  | Coaches/poolside helpers to monitor swimmers behaviour  Code of conduct is given to each swimmer  First aider/Lifeguard available at all times  No swimmers enter the poolside until coaches/helpers are in position  Lifeguard always available  Diving has to be supervised by the coach  There are strict opening and unlocking procedures for pool facilities.  Swimmers to be trained to carry out shallow competitive starts from the blocks | In the case of medical emergency, 1 adult/lifeguard will deal with the medical emergency and the other adult will ensure the safety of all other swimmers present and contact emergency contacts if appropriate  If dangerous or inappropriate behaviour continues, referral to CPO and/or disciplinary procedure will be followed. | Lifeguards  Coaches  Swimmers  Parents  Poolside Helpers |
| In the pool | Excessive chemicals in the pool water  Injury through accident  Injury through inappropriate behaviour  Child does not yet have the skills/competency to swim safely without direct supervision |  | ✓ |  | Coaches/poolside helpers to monitor swimmers behaviour  Code of conduct is given to each swimmer  First aider/Lifeguard available at all times  Lifeguard always available  Life saving equipment is always available which may include throw rope, floatation device and reach pole.  Safe environment is set up to assess swimmers competency.  New swimmers invited to trial for Claymores Swimming Club are asked to provide a verbal or written report of the individual’s swimming ability prior to entering the pool. The prospective swimmer can be referred from private or other swimming lessons. | If concerns about chemicals in pool water (e.g. eye irritation, breathing difficulties, etc.) swimmers evacuate pool, first aid is provided and pool maintenance is notified of concerns  Discussion with swimmer and parents if inappropriate behaviour.  If dangerous or inappropriate behaviour continues, referral to CPO and/or disciplinary procedure will be followed.  Administer First Aid | Lifeguards  Coaches  Poolside Helpers  Swimmers |
| Venue hazards | Fire exits obstructed delaying evacuation in an emergency/fire  Lack and condition of safety equipment (e.g. alarms, poles, ropes, lifebuoys/first aid equipment)  Backstroke flags not in place, resulting in swimmers hitting head or hands hard on wall at turns or finishes  Hygiene - food at poolside; floors  Starting blocks unstable or too high causing over dep dive and hitting head/hands on pool floor  Lane ropes become entangled or result in collision  Drain covers not properly maintained resulting in entrapment. |  | ✓ |  | Coaches and helpers ensure all emergency exits are clear from obstruction  Blocks are checked for stability and compliance with scottish swimming regulations before use.  Safety equipment is routinely checked and all coaches/poolside helpers know where to access it  No food is brought poolside  Backstroke flags are put in place at the correct distance  Lane ropes are securely fastened in place and lanes are not overcrowded  CHS and Gardyne Fire Risk Assessment is followed and Fire Safety Procedures are followed | Any concerns about the condition or safety of equipment to be raised immediately or as soon as possible with CHS Business Manager or Pool Manager or Gardyne Duty Manager  Any faulty equipment is removed from use immediately and a sign is placed on it preventing further use.  If the faulty equipment is lifesaving equipment and there is no alternative life saving equipment then the pool session will be cancelled with immediate effect and swimmers asked to leave the pool to get changed. All parents/carers are contacted for collection in line with Collections Arrangement Policy CA1 | Coach  Lifeguard  Poolside Helpers  CHS  Gardyne |
| Health Issues | Minor injury during training (muscle aches, cramps, exhaustion, overheating, dehydration)  Significant injury during training (drowning, head injury, anaphylaxis, etc.)  Pre-existing medical conditions  Inadequate chemical treatment of pool resulting in viral/bacterial/ parasite contamination  Bodily spillage  Excessive chemical treatment of pool resulting in poisoning  Swimmers attending with illness (e.g. cold, cough, flu, Covid) resulting in the spread of infection among other swimmers  Mental health issues |  | ✓ |  | Coaches have full access to all medical information held as part of club membership (kept in Google Drive and accessible on their mobile phone)  Parents are advised to make coaches aware of any new medical conditions present.  Ensure swimmer has access to any medication (e.g. inhalers) they might require during the session. This should be handed to the lead coach and kept in the box poolside.  Parents/guardian must advise the coach of any short-term (non-Covid) health issues so coach can determine if swimmer can swim  Swimmers are encouraged not to attend if they are feeling unwell.  Water quality must be checked by the poolside maintenance staff on a daily basis.Claymores are not responsible for managing the pools that are used. There are pool managers at Carnoustie and Gardyne and they are responsible for all temperature, chemical and other checks. They will inform Claymores if the pool is out of use.  Emergency contact details, including head coach, president and pool service provision are held within Committee contact list held in Google Drive and accessible via coaches.  Life saving equipment is always available which may include throw rope, floatation device and reach pole.  First Aid box on poolside at all times  Coaches and poolside helpers will bring mobile telephones onto poolside and store in safe place so that they are able to call emergency services and emergency contacts if required | First aid administration  For minor illness, child is removed from pool by poolside/helper and risk assessment is undertaken by coach to determine if session can continue.  In the event that bodily fluid is released into the pool, the pool is evacuated immediately and all swimmers are asked to get changed. All parents/carers are contacted re: Collections Arrangements CA1 policy  If serious injury  Emergency services called immediately  Poolside helper/adult to remove other swimmers from the area  Emergency contacts called for person and all swimmers contacts called to collect their swimmer  Take guidance from emergency services  Incident/Accident procedures followed  If an individual requires emergency treatment/attention then all other swimmers are removed from the pool. | Coach  Lifeguard  Poolside Helpers  Swimmers  Parents  CHS  Gardyne |
| Child Protection and Vulnerable Adult Protection | Emotional/physical/sexual abuse |  | ✓ |  | Safeguarding training up to date for all staff  PVG check appropriate staff  Recruitment of volunteers is in line with Scottish Swimming Guidelines and Volunteer application form is completed  Child’s welfare is everyone’s responsibility.  Follow Carnoutie Claymores, Child and Vulnerable Adult Protection Policies | Contact WPO and take appropriate measures per Scottish Swimming guidance | Coaches  Lifeguards  Poolside Helpers  Parents  Swimmers  Volunteers  ALL |
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| **Approved by** | Claymores Committee | **Title** | Claymores Committee | **Signature** |  | **Date** | 060226 |

| **REVIEW DATES** | | | |
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